Weather Emergency

Audience
All personnel in the Pulmonary Laboratories: Pulmonary Function Clinic, Bronchoscopy Service and Center for Pulmonary Rehabilitation.

Definition
A weather emergency is defined as imminent approaching weather conditions, such as a hurricane or tropical storm, where preparations may occur prior to the event.

Employee
The same structure for emergency personnel classification as described in the University’s Emergency Preparedness Plan.

E – Essential: employees with specific responsibilities during or after a declared emergency.

N – Nonessential: employees whose presence is not essential during a declared emergency status, but who cannot leave until released by supervisor and must return to work as usual under routine operations after emergency status has ended.

Procedure
As per UTMB Emergency Preparedness Plan, Ancillary Services will be on emergency staffing. Requests for tests should be limited to those that are medically necessary for care of patients during the duration of emergency status.

Step 1 – Severe Weather Warning
No change in service. Preparations for storm begin. Check emergency supplies, plastic sheeting, tape, window coverings, etc.

Step 2 – Hurricane Watch
When the Institutional Emergency Coordinator/Officer announces Step 2, the clinic will finish any scheduled tests and reschedule all outpatients scheduled for the emergency period.

All computers, electronic equipment and files should be removed from rooms with exterior facing windows to inner rooms in the clinic.

All compressed gas cylinders will be secured as usual. All compressed gas cylinders in use will be disconnected, regulators removed and caps placed on them.

The ABL800 analyzer will be shut down as per manufacturer’s recommendation. All blood and body waste containers will be secured.
All electronic and computer equipment will be covered with plastic sheeting. Windows will be taped as needed.

All bronchoscopes will be secured in cases and relocated to the closet in the Bronchoscopy Suite. Portable light sources will be stored in the closet in the Bronchoscopy Suite. All other portable equipment will be moved away from the windows and covered with plastic sheeting. All medications will be secured in the medication cabinet.

**Step 3 – Hurricane Warning**

Only E personnel for the division will remain. All Pulmonary Function Clinic employees will be released.

**Recovery After Emergency**

All Pulmonary Laboratory employees should listen to radio and television announcements for news of the resumption of services. Call (409) 772-1238 for the specific information. When cleared by Emergency Services, all N personnel will report to work as per work schedule. The Program Manager will determine staffing level needed to resume routine operating status.

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

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<td>11/07</td>
<td>V. Cardenas, MD</td>
<td>Medical Director Pulmonary Laboratory</td>
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<td>V. Cardenas, MD</td>
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<td>A. Duarte, MD</td>
<td>Medical Director Pulmonary Function Laboratory</td>
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